

CORTEZ CITY COUNCIL
REGULAR MEETING
TUESDAY, OCTOBER 13, 2026

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL, APPROVAL OF AGENDA.

The meeting was called to order in the City Council Chambers at 7:30 p.m., with the Pledge of Allegiance. Roll Call was taken and the following Councilmembers were present: Mayor Dennis Spruell, Mayor Pro Tem Bill Lewis, April Randle, Carly Wolf, Kathleen Swope, Clarisa Osborn and Claire West. Staff present included: Deputy Community and Economic Development Director/City Planner Jason Armstrong, Community and Economic Development Director Rachael Marchbanks, Police Lieutenant Rogelio Maynard, Parks and Recreation Director Creighton Wright, Library Director LeRoy Harris, Airport Director Kyle Sloan, Finance Director Randy Bailey, Human Resources Director Matt Cashner, City Clerk Danielle Wells, City Manager Drew Sanders and City Attorney Patrick Coleman. Five members of the public were also present.

Mayor Pro Tem Lewis moved that Council approve the Agenda as presented for October 13, 2026. Councilmember Osborn seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

2. CONSENT AGENDA

- a. Approval of the meeting minutes from September 22, 2026.
- b. Approval of the Expenditure List for October 13, 2026.
- c. Approval of a Beer and Wine Liquor License and an Outdoor Dining Agreement for Jodi Jahrling, DBA ZU Gallery, located at 48 West Main Street, Cortez.
- d. Approval of the Renewal Application for a Tavern Liquor License for Cortez Veterans, Inc., located at 320 North Harrison, Cortez.

Councilmember Randle moved that Council approve the Consent Agenda. Councilmember Swope seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

3. PUBLIC PARTICIPATION: None

4. PRESENTATIONS: None

5. PUBLIC HEARINGS

A. New Tavern Liquor License for Junction Enterprises LLC, DBA The Junction presented by Danielle Wells, City Clerk.

City Clerk Danielle Wells reported that the application for a new tavern liquor license for Junction Enterprises LLC, DBA The Junction, located at 309 North Broadway and owned

by Anna Arellanes, was filed on August 17, 2026, and was complete, with all required materials and fees in order. Because the property is split between Montezuma County and the City of Cortez, an intergovernmental agreement with the County allows the City to issue and regulate liquor on the entirety of the property. The location complies with City zoning, building, and fire codes and is not within 500 feet of a school; the hearing was properly noticed, posted on the property on September 23, 2026, and published in the Journal on September 30, 2026; the neighborhood was set as the City limits; and the applicant submitted sufficient petition signatures to demonstrate the needs and desires of the adult inhabitants. Background investigations through CBI and the FBI returned no issues. For the record, Ms. Wells noted that a prior tavern liquor license held by Sierra's LLC, DBA Patron, was denied an application for renewal in July 2026 due to unpaid taxes; that Sierra's sole member was Sadiel Arellanes, and The Junction is a separate LLC whose sole member is Anna Arellanes; and that, although the two are married, the businesses and licenses are separate, so the reasons for the Sierra's denial could not be considered in tonight's decision. A letter of findings was sent to the applicant on October 7, 2026. Staff recommended approval.

Police Lieutenant Rogelio Maynard presented the Police Department's report, stating that a neighborhood poll returned 17 responses in favor and 11 against, that the applicant's background check returned no areas of concern, and that the location complies with Colorado liquor code and creates no known public safety or public health issues.

The applicant's representative Anna Arellanes addressed Council, describing her goal of creating a welcoming community space and explaining that the business is named for its location at the junction of Piñon and Broadway. She reported circulating a petition that returned 127 signatures in favor and none opposed, and presented photographs of planned exterior improvements. In response to Council questions, Ms. Arellanes stated she intends to operate a restaurant-bar, serving lighter food initially and adding a full kitchen in the future. The Mayor opened the public comment portion; no one spoke on the application, and the public comment portion and the public hearing were closed. Prior to the motion, each Councilmember expressed support for the application.

Councilmember West moved that, after considering the reasonable requirements of the neighborhood, the desires of the adult inhabitants, the good character of the applicant, and being in compliance with all the provisions of Colorado Revised Statutes 44-3-301, Council approve a new Tavern Liquor License for Junction Enterprises LLC, DBA The Junction, located at 309 North Broadway, Cortez. Councilmember Wolf seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

B. Ordinance No. 1377, Series 2026 presented by Jason Armstrong, Deputy Director of Community & Economic Development/City Planner.

Deputy Director Armstrong presented, on second reading, the historic designation of the Fundamental Needs building at 209 West Main Street (Colorado site 5MT22591), surveyed in 2017 as part of the City's Certified Local Government grant and zoned commercial. Built in 1938 and nearly 90 years old, the building has continuously housed commercial businesses, including Pennington's Furniture, a Rent-A-Center, the Denkai Animal Sanctuary thrift store, and now the Fundamental Needs' Makers Space. The building meets the criteria in Chapter 7 of the Land Use Code: it is more than 50 years old; its cultural significance derives from its participation in the commercial development of downtown Cortez since 1938; and it retains its original design features, materials, character, and location. Character-defining features include its one-story horizontal massing and flat form consistent with the international style, its brickwork, and the projecting straight and slanted fins; the wood-shingled angled hood was added in a 1969 remodel and has since been updated. The Historic Preservation Board unanimously recommended approval, and staff recommended approval. The Mayor called for public comment; none was received.

Mayor Pro Tem Lewis moved that the City Council approve, on second reading, Ordinance No. 1377, Series 2026, an ordinance approving the building located at 209 West Main Street for Historic Designation and to include this property in the City Register of Historic Resources. Councilmember Wolf seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS

a. Bid Results for 2026 Comprehensive Plan Update: Strategic Growth & Water Supply Elements presented by Jason Armstrong, Deputy Director of Community & Economic Development/City Planner.

Deputy Director Armstrong presented a recommendation to award the 2026 Comprehensive Plan Update: Strategic Growth & Water Supply Elements to Sno-Engineering, Inc., DBA SE Group. He explained that SB24-174 requires local governments to include a strategic growth element and a water supply element in their comprehensive plans by December 31, 2026, with updates at least every five years thereafter. Following release of the RFP, four bids were received and a review committee of department staff, Public Works, and a Planning and Zoning Commission representative scored and interviewed the firms; SE Group was selected, with bid cost and familiarity with local needs the determining factors. Approximately 75% of the project is funded by a Department of Local Affairs Housing Planning Grant Program grant of \$33,700 (awarded March 13, 2026), with a local match of \$11,250; the estimated project budget was \$45,000 and the recommended bid of \$44,050 is below

that estimate. Mr. Armstrong described the strategic growth element, which prioritizes infill development while preserving open space and agricultural land, and the water supply element, and identified gaps not addressed by the recently adopted 2026 Water System Master Plan. The gaps included the lack of a standing coordination structure with water providers, an incomplete water conservation policy framework, infill treated only as a demand input rather than a conservation strategy, no link between development approval and water supply adequacy, and no quantified conservation targets tied to the demand forecast. Council discussed the timing and budget implications, and Mr. Armstrong noted the work is legislatively mandated by year-end and largely grant-funded.

Councilmember Osborn moved that the City accept the bid for the 2026 Comprehensive Plan Update: Strategic Growth and Water Supply Elements to Sno-Engineering, Inc., DBA SE Group at its bid price of \$44,050 and authorize the City Manager to negotiate and sign a contract on behalf of the City for this purpose. Councilmember Swope seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

b. Ordinance No. 1371, Series 2026 presented by Rachael Marchbanks, Community & Economic Development Director.

Director Marchbanks presented, on first reading, an ordinance to revise Chapter 15, Article IX of the Cortez City Code to simplify and streamline the annual licensure process for mobile food vendors, which are already allowed in the City.

Councilmember Osborn moved that City Council approve, on first reading, Ordinance No. 1371, Series 2026, an ordinance approving revisions of Chapter 15, Article IX of the Cortez City Code regarding the annual licensure process for mobile food vendors operating in the City of Cortez, and set the public hearing and second reading of the ordinance for October 27, 2026. Mayor Pro Tem Lewis seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

c. Park Village on 7th CHFA Notification presented by Rachael Marchbanks, Community & Economic Development Director.

Director Marchbanks presented a request authorizing the Mayor to sign the City's response to the Colorado Housing and Finance Authority (CHFA) Notification to Local Jurisdiction form for Park Village on 7th, a proposed 70-unit affordable rental development on city-owned land at the former high school property, developed in partnership with Evergreen Redevelopment West LLC. CHFA requested the City's comments on whether the project supports the City's goals.

Councilmember Randle moved that the Cortez City Council authorize the Mayor to sign the CHFA Notification to Local Jurisdiction form as presented for Park Village on 7th. Councilmember Swope seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

d. Possible Cancellation of December 22, 2026 City Council Meeting presented by Danielle Wells, City Clerk.

City Clerk Wells noted that the fourth Tuesday in December falls during the week of Christmas and that Council has historically cancelled that meeting; the matter was brought forward so staff and the public could plan accordingly. Council expressed support for the cancellation.

Mayor Pro Tem Lewis moved that Council approve the cancellation of the regular Council meeting scheduled for December 22, 2026, due to the holidays. Councilmember West seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

e. Appointment of Two Council Members for the Community Support Grant Selection Committee presented by Drew Sanders, City Manager.

City Manager Sanders explained that the City budgets general fund money to support community nonprofit organizations, which may receive grants up to \$5,000, and that two Councilmembers are requested to serve on the selection committee. The grant submission deadline October 15, and committee meetings will be scheduled after November 10. Mayor Spruell and Councilmember Randle volunteered to serve. Councilmember West disclosed a possible perceived conflict of interest and elected to step back from the committee.

Councilmember Osborn moved to appoint Mayor Spruell and Councilmember Randle to the Community Support Grant Selection Committee. Mayor Pro Tem Lewis seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Abstain	Yes

8. DRAFT RESOLUTIONS/ORDINANCES: None

9. CITY ATTORNEY'S REPORT

City Attorney Patrick Coleman reported that the draft comprehensive City Code amendments are nearing completion and he will include the historic-designation ordinance amendment within the comprehensive code per Council direction.

10. CITY MANAGER'S REPORT

City Manager Drew Sanders presented his report for the current term:

- The Cortez Animal Shelter hosted its annual spay/neuter clinic in conjunction with Bergen Spay Neuter Alliance from Denver, CO on September 10–13, 2026. They were able to help 216 cats and 92 dogs. This is a great benefit to our community. Thank you to our shelter staff for all they do to help our local animals.
- The FY2027 Budget Workshop was successfully held on Friday, October 9, 2026. Staff will be ready for the first reading on October 27, 2026 and the second reading and public hearing on November 10, 2026. The proposed FY2027 budget will be posted on the website where the public will have a chance to comment in writing. The public can also comment verbally at the public hearing.
- The Recreation Center floor resurfacing project was completed on time and looks great. The Recreation Center is again fully open.
- The City Manager attended the Adult Education Center open house held Thursday, October 8, 2026 at their new location on East 2nd Street, along with several City employees and Council members. They have a wonderful new facility and will continue to do remarkable work for our community.
- The City of Cortez sales tax holiday will begin Sunday, October 18, 2026 and run through Thursday, December 31, 2026 (at midnight). The 3.85% City sales tax should not be charged on eligible retail purchases made within the city limits during this set time period.

11. CITY COUNCIL COMMITTEE REPORTS

a. Mayor's Report on Workshop

City Council attended an informative tour of the fire station and discussed continued cooperation with the fire district.

b. Other Board Reports

- i. The Public Arts Committee is developing a competition inviting local residents to submit recognizable photographs of Cortez to update the images that represent the City.
- iii. The Golf Advisory Committee discussed a financial analysis; a follow-up meeting is scheduled for Friday, October 16. Revenue continues to trend upward.
- iv. The Parks, Recreation and Forestry Advisory Board is launching a master plan focus group with its contractor on Wednesday, October 28, 2026, from 6:00 to 7:00 p.m. The Board heard season closeout reports; the outdoor pool welcomed more than 23,000 admissions over the 11-week summer season and conducted over 400 swim lessons, and the adult sports leagues added a fully subscribed kickball session and a new solo league that filled a full team.
- v. The Library Advisory Board discussed Halloween programming, a report from a recent conference, upcoming strategic planning, new community partnerships, a donation of furniture from Telluride, new hires, and strong volunteerism.

- vi. The Historic Preservation Board announced that Historic Colorado Preservation, Inc. will hold its annual "On the Road" conference in Cortez on February 10–12, 2027, including tours, mixers, and lectures focused on archaeology and historic areas of the community. The CCC camp brochure is in final review and plans are underway to celebrate the City's 140th birthday at the December 5th Parade of Lights. Printed walking-tour guides are now available for both the Montezuma Avenue and historic Main Street tours.

12. PUBLIC PARTICIPATION

No members of the public spoke. Staff noted that Kyle Archibeque had submitted a comment regarding the Cortez Water Dragons and that staff would follow up with him.

13. OTHER ITEMS OF BUSINESS

- a. Executive Session – Negotiations concerning the possible sale of City-owned real estate.

At 8:31 p.m., Mayor Pro Tem Lewis moved that City Council go into executive session pursuant to C.R.S. Section 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators concerning the possible sale of City-owned real estate. Councilmember Wolf seconded the motion and the vote was as follows:

Lewis	Osborn	Randle	Spruell	Swope	West	Wolf
Yes	Yes	Yes	Yes	Yes	Yes	Yes

The executive session concluded and Council reconvened into open session at 8:46 p.m. Those persons participating in the executive session were Mayor Dennis Spruell, Mayor Pro Tem Bill Lewis, Councilmembers April Randle, Kathleen Swope, Carly Wolf, Clarisa Osborn, and Claire West, City Manager Drew Sanders, and City Attorney Patrick Coleman. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurred during the executive session.

14. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

Dennis Spruell, Mayor

ATTEST:

Danielle Wells, City Clerk